



NCO LEADER SKILLS ENHANCEMENT PROGRAM

NOVEMBER 2016 SCHEDULE



All classes are Monday – Friday unless noted

***Mon, Tue, Wed, Thu**

31 October - 4 November

	Class ID#	Room	Time
MTMC 2175 Webpage Development II	18242	C204	0900-1215
MTLM 1171 Managing Resources	18243	C209	0900-1215
MTHR 1170 Performance Oriented Training	18244	C210	0900-1215
MTMC 1171 Spreadsheet Applications	18245	C204	1220-1645
MTPF 1170 Personal Financial Management I	18246	C209	1230-1600
MTLM 1170 Managerial Planning	18247	C210	1230-1600

7 November - 10 November *

	Class ID#	Room	Time
MTMC 2171 Microsoft Excel Advanced	18248	C204	1215-1645
MTPF 1171 Personal Financial Management II	18249	C209	1215-1645
MTHR 1176 Stress Management	18250	C210	1215-1645

14 November - 18 November

	Class ID#	Room	Time
MTMC 1174 Microsoft Outlook	18251	C204	0900-1215
MTES 1171 Professional Values	18252	C209	0900-1215
MTHR 1172 Prevention of Sexual Harassment	18253	C210	0900-1215
MTCS 1173 Introduction to Computers	18254	C204	1220-1645
MTMM 1170 Problem Solving	18255	C209	1230-1600
MTES 1170 Professional Ethics	18256	C210	1230-1600

28 November - 2 December

	Class ID#	Room	Time
MTCS 1175 Basic Keyboarding	18257	C204	0900-1215
MTOB 1170 Styles of Leadership	18258	C209	0900-1215
MTHR 1174 Time Management	18259	C210	0900-1215
MTCS 1174 Academic Research Using the Internet	18260	C204	1220-1645
MTHR 1175 Career Management	18261	C209	1230-1600
MTBC 1170 Conducting Briefings	18262	C210	1230-1600

Special Announcements!

*Class will still run on training holidays (Thursday, November 10th)

*No class on Friday, November 11th

NCO Leader Skills Enhancement Office

Soldier Development Center, 761st Tank Battalion, Building 33009, Room H236

Monday-Friday, 0730-1630, Office# (254) 532-1505

GENERAL INFORMATION

1. Enrollment is required for all classes. Soldiers may enroll in person at the Leader Skills Enhancement Office or online through their GoArmyEd account. Printed enrollment forms may require approval.
2. Enrollment forms for Soldiers E6 or below must be approved by their E7 or above via signature. Enrollment forms for Soldiers E7 or above do not require approval. All enrollment forms must be submitted to the Leader Skills Enhancement Office the Friday prior to class start.
3. DoD Contractors and DA Civilian personnel must submit a memo to the Leader Skills Enhancement Office from their unit, authorizing their course enrollment. The memo may be in any format and must include the organization's letterhead, employee's name, grade, course title/dates/times, and a brief statement explaining how the class will help improve the employee's work performance. The memo must be signed by the employee's immediate supervisor. A separate memo must be submitted for each class. Civilians may be required to give their seat to a Soldier.
4. Students who show up late on the first day of class may lose their seat in the class. If any student misses 1 or more cumulative hours during the course, the student will be withdrawn and will not receive a grade for the course.
5. Students enrolling in classes for college credit must include their original signature on class paperwork. All courses are worth 1 semester hour of college credit from Central Texas College.
6. Soldiers have seating priority. Civilians are permitted on a space-available basis.
7. Soldiers must be in duty uniform to attend classes, regardless of duty status.
8. All classes are subject to cancellation without prior notification.
9. Point of Contact: Leader Skills Enhancement Office, (254) 532-1505, Soldier Development Center Bldg. 33009, Rm. H236.